



Web-Based Test Directions

Virginia Standards of Learning Assessments

Spring 2007

Grades 3, 4 and 5

Grade 3 Mathematics

Grade 3 Reading

Grade 3 Science

Grade 3 History and Social Science

Grade 4 Mathematics

Grade 4 Reading

Grade 5 Mathematics

Grade 5 Reading

Grade 5 Science

Test security guidelines restrict persons who have not signed the *Test Security Agreement* from reading the actual test questions.

Date	Change History
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GENERAL DIRECTIONS FOR ADMINISTERING ONLINE TESTS**BEFORE TESTING**

The general directions that follow include important steps that are necessary to administer the online tests. The Division Director of Testing (DDOT) should determine who will be responsible for activities listed below.

Prior to the test administration you should go to PEMSolutions (<http://www.pearsonaccess.com/va/pem-solutions.jsp>) and login using the Login ID and Password provided to you by the School Test Coordinator (STC). The first time you use the newly assigned Login ID and Password, you will be required to read and accept the *Test Security Guidelines*. After doing so, the user can print and sign this version by clicking the Printer Friendly link on the screen. You may print and sign this version or copy and sign the Test Security Guidelines included in this manual.

On the morning of testing, Examiners will receive all materials needed to administer the online Standards of Learning (SOL) tests. The STC should provide Examiners with:

- Student Authorization tickets
- Proctor Authorization ticket (if Read-Aloud session)
- Seal Codes (if a Grade 3 *Reading* or Grades 4 or 5 *Mathematics* test)
- Test Session Roster (optional)
- Appropriate test manipulatives/materials

Prior to the students arriving, the STC should locate and start the test sessions that are scheduled for the day. Follow the steps below to locate and start the test sessions:

1. Login to PEMSolutions (<http://www.pearsonaccess.com/va/pem-solutions.jsp>).
2. Click on the *Test Setup* tab.
3. Click on *Manage Test Sessions* link.
4. Sort the session list by start date to show the list of sessions scheduled for that day.
5. Click on the session name you want to work with.
6. Click on the *Start* button in the upper left-hand corner of the Session Details to activate the Student Authorization tickets (test tickets).
7. A Session Start Confirmation screen will notify you that you have requested to start the session; click the *Yes-Start Session* button.
8. A subsequent message will indicate that you have started the session.
9. Click on *Manage Test Sessions* to return to the list of sessions.
10. Repeat steps 6-9 until all sessions scheduled for the day have been started.

DISTRIBUTION AND AVAILABILITY OF TEST MANIPULATIVES

BEFORE TESTING

Test manipulatives listed below are stored in the school division. For online testing, all manipulatives are available on the toolbar in TestNav™ (except for scratch paper). Only those tools allowed for a given online SOL test are available on the toolbar. Prior to testing, the eTools™ Live application (available through PEMSolutions) may be used to give students additional practice with using the online tools.

Test Manipulatives/Materials

Grade/Subject	Manipulatives Allowed
Grade 3 <i>Reading</i>	scratch paper
Grade 3 <i>Mathematics</i>	metric/standard ruler ² , straight-edge tool ² , scratch paper
Grade 3 <i>Science</i>	metric/standard ruler ² , straight-edge tool ² , scratch paper
Grade 3 <i>History and Social Science</i>	scratch paper
Grade 4 <i>Reading</i>	scratch paper
Grade 4 <i>Mathematics</i>	metric/standard ruler ² , straight-edge tool ² , 4-function calculator ¹ , scratch paper
Grade 5 <i>Reading</i>	scratch paper
Grade 5 <i>Mathematics</i>	metric/standard ruler ² , straight-edge tool ² , 4-function calculator ¹ , protractor ² , scratch paper
Grade 5 <i>Science</i>	metric/standard ruler ² , straight-edge tool ² , 4-function calculator ¹ , scratch paper

¹ Students may choose to use a hand-held four-function calculator rather than the online tool.

² Students must use the online version of this test manipulative.

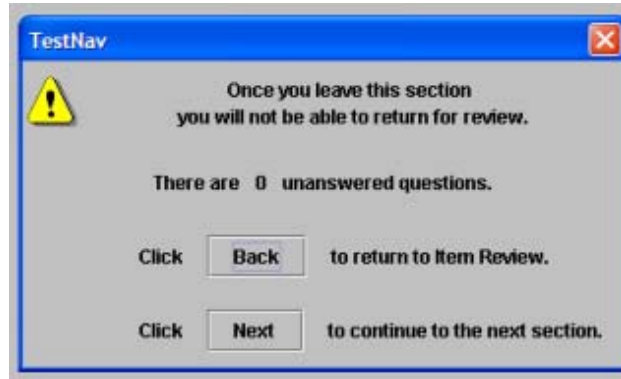
DDOTs must distribute the hand-held manipulatives to the schools before testing begins. STCs may distribute the hand-held manipulatives to Examiners prior to testing or on the morning of testing. Although patty paper and tracing will continue to be allowed on all paper and pencil mathematics tests, be advised that any materials such as patty paper, dry-erase markers, or transparencies that are used to trace the images on the computer monitor are **not** permissible in the administration of online tests.

These guidelines should be followed when addressing calculator use on the SOL tests:

- Students should be familiar with the calculator they are to use. Do not let testing time be the first time a student uses a calculator.
- Either a school-owned or student-owned calculator may be used on the appropriate SOL tests.
- An acceptable four-function calculator may have percent and square root functions.

SEAL CODES

The Grade 3 *Reading* and Grades 4 and 5 *Mathematics* tests each contain a section break with a Seal Code. The Grade 3 *Reading* section break occurs after the student completes items 1 through 26. The Grades 4 and 5 *Mathematics* section breaks occur between the non-calculator and calculator sections of the test. Once a student leaves a section break, he or she may not return to that section.



A Seal Code prevents a student from entering a sealed section of a test without permission. Before proceeding to the next section, students must enter the appropriate four-digit Seal Code. Seal Codes should be printed no sooner than four days prior to testing. Seal Codes must be kept with secure materials.

Seal Codes can be printed from the Authorizations drop-down menu found on the Session Details screen. The Seal Codes PDF will appear on all Session Details screens but is only applicable when the test being administered in that session includes a sealed test section.

A screenshot of the 'Pearson Access - Session Details' web page in Microsoft Internet Explorer. The page shows session details for a test session. On the left, there is a 'Session Details' sidebar with sections for 'Before starting a session', 'Proctor Caching', and 'Seal Codes'. The main content area has a 'Test Session Details' section with fields for Session Name, School, Test to be Administered, Form Group Type, and Test Code. A dropdown menu for 'Authorizations' is open, showing options like 'Student Authorizations', 'Proctor Authorizations', and 'Seal Codes'. A red circle highlights the 'Seal Codes' option. To the right of the dropdown, there are fields for 'Scheduled Start Date', 'Scheduled Start Time', 'Estimated Duration' (30 mins), 'Actual Start Date', 'Actual Start Time', and 'Location/Room'. At the bottom, there is a table with columns for Student Name, STI, Group, Status, Form/Form Group Type, and Login ID. The table is currently empty, with a message below it: 'No test assignments have been added to this session.'

Seal Code PDF

Seal Codes

You have requested Seal Codes for the Testing Session noted below.

Session Name: ALG. 1
Test: Algebra I
Start Date:
Location:

- Seal Codes are needed to "unseal" sealed sections of a test. (When a test section is sealed, students cannot proceed into the sealed section of the test.)
- Each sealed section requires a different Seal Code.
- There are (9) Seal Codes listed below. The number of Seal Codes you will use is determined by the number of sealed sections in the test. You must use the Seal Codes in the exact order in which they are listed below. For instance, if the table contains two sealed sections, use only the first two Seal Codes and ignore the remainder.

To unlock the **first sealed** section, use Seal Code **1129**.
To unlock the **second sealed** section, use Seal Code **7221**.
To unlock the **third sealed** section, use Seal Code **3728**.
To unlock the **fourth sealed** section, use Seal Code **8335**.
To unlock the **fifth sealed** section, use Seal Code **1569**.
To unlock the **sixth sealed** section, use Seal Code **7713**.
To unlock the **seventh sealed** section, use Seal Code **1112**.
To unlock the **eighth sealed** section, use Seal Code **4656**.
To unlock the **ninth sealed** section, use Seal Code **6929**.

Four-digit seal code for the first sealed section

These seal codes will not be used.

Nine separate Seal Codes will appear on the PDF; however, only the first Seal Code will be used during any Grade 3 *Reading* and Grades 4 and 5 *Mathematics* test sessions. When students are ready to proceed to the next section, write the Seal Code for that section only on a dry-erase board or chalkboard (or something similar) where all students can see the Seal Code. If a student is moved to a new session, a new Seal Code must be printed.

After the student has completed the last question in the first section of the test, an item review screen will appear for section one. Students may complete a final review of items in the first section at that time. After students are finished with section one *and* prior to the start of the break, students must click *Next* to lock section one.

The screen shown below will appear after the Item Review screen at the end of the section break. All testing workstations must be in Exited status or at the screen below **before** students are moved to an alternate test site or dismissed from the test session. Clicking *Next* on this screen will prompt the students to enter a four-digit Seal Code to begin the next section.



DURING TESTING

You can monitor the progress of all students assigned to a test session via the Session Details. The color-coded words in the *Status* column after each student's name indicate the student's real-time test status:

<i>Status Text Color (Note)</i>	<i>Student Testing Status</i>
Black (Ready)	The student has not yet started taking the test.
Green (Active)	The student has logged in and started taking the test.
Orange (Exited)	The student has exited TestNav™ but has not submitted answers. The student needs to be resumed before completing the test.
Purple (Resumed)	The student exited the test and has been authorized to resume the test.
Purple (Resume with Upload)	The student exited the test and has been authorized to resume the test with upload.
Red (Submitted)	The student has finished testing and submitted the answers to be scored.
Blue (Processing)	The test has been submitted and the system has begun processing the data.
Red (Completed)	The submitted test data has been processed.
Red (Marked Complete)	The student has exited TestNav™ and will not resume the <u>same</u> test or the student has never logged into this test and must be accounted for. NOTE: Click on <i>Marked Complete</i> icon to view the reason why the test was marked Complete.

Be sure to click your browser's *Refresh* button frequently while viewing sessions. This button will update the students' status.

As students begin to login and start the test, the Student Status will turn green. As students submit their test, the Student Status will turn red; a red status cannot be restarted. If a student exits TestNav™ (either inadvertently or purposefully) before completing the test, the Student Status will turn orange.

If a student exits their test without completing it, their login information will need to be re-activated. To do this, open the Session Details. Click the box located next to the exited student's name and then click the *Resume* button on the yellow bar at the top of the screen. The student's testing status will change to black indicating that the student's test can begin again. The student should log back in to TestNav™ using the original test ticket. When re-entering the system, the student will be taken back to within the last two questions answered.

However, if a student loses connection and is still showing as *Started*, but they are no longer in the test (for example, the computer powered down unexpectedly), go to the Session Details and click the box next to the exited student's name and click the *Resume* button. Please do not click that button until it has been confirmed that the student is NO LONGER in the test.

All directions in the Test Directions Manual that Examiners must read aloud to the students are in **bold type** so that it stands out from the rest of the text. This text must be read **exactly as written**, using a natural tone and manner.

If a mistake is made in reading a direction, the Examiner should stop and say, **“No, that is wrong. I must read it to you again.”** Then read the direction again.

Try to maintain a natural classroom atmosphere during the test administration. Encourage students to do their best.

The online tests are divided into sections. The directions and sample item(s) are in Section 1 of all online tests. The *Reading* test will also have a section for each reading passage and its associated questions.

If the sample question is not answered, the summary screen that is displayed when a student *submits* the test will indicate that one question is unanswered. To navigate between the sections, click on the *Go to...* button on the dashboard. This button will take the student to the Item Review screen. The sections are designated in the upper right-hand corner of the screen and appear as black diamonds. The diamond for the section the student is currently in will be blue. Students may click on the diamond with a “1” to return to the directions and sample question.

If a student asks a question during the test, be very careful when answering. If the student’s question refers to the mechanics of testing, such as how to navigate to the next question, it can be answered. If the question refers to a particular item, the student should be told, **“Read it carefully and choose the best answer.”** Help must not be given on specific items, and no cues should be given about the correctness of a student’s answer to a particular item.

Test questions may **not** be read to students unless specified by their IEPs, 504 management plans, or *LEP SOL Participation Plan*. **If in doubt, it is better to say that you cannot respond to the student’s question rather than risk violating standard procedures.**

During the test administration, Examiners should monitor the testing process by moving as unobtrusively as possible about the room. While moving about the room, they need to check that students are able to select answers properly using TestNav.

Have extra pencils, erasers, and scratch paper available in an accessible place. Students are **NOT** to have access to dictionaries.

Examiners should focus their attention on monitoring the testing process during the test administration and should not spend time reviewing test items. (Refer to the Test Security Guidelines in this manual

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 3 MATHEMATICS TEST

SAY Today you will be taking the SOL *Grade 3 Mathematics* test. This test will provide information about how well you understand this subject. It is important that you do your best on the test. I am going to give each of you a sheet of scratch paper and a Student Authorization ticket. Do not do anything until I instruct you to do so.

Distribute scratch paper and Student Authorization tickets (test tickets). Have a supply of sharpened No. 2 pencils available for students to use during testing, if needed. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Look at the Student Authorization ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer screen when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

*In the Address area at the top of the screen, enter the URL found on your Student Authorization ticket. [<http://www9.etest.pearson.com/VAP/>] Click on the GO button. You will now be directed to the Login screen.

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as be able to see the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions are read aloud.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right hand side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

CTRL/Control + Left Arrow	Back	(returns to the previous screen)
CTRL/Control + G	Go to...	(goes to review screen)
CTRL/Control + Delete/Del	Reset	(clears answer from the current question)
CTRL/Control + R.....	Review	(marks the question for later review)
CTRL/Control + Right Arrow	Next	(moves you to the next screen)

Page UpScroll up
Page DownScroll down

The tools for this test can be used by clicking the tool's picture on the toolbar at the top of the screen. For help with a tool, click on the Help picture on the toolbar.

Do not try to leave the test by closing the window. If you close the window, your test will be ended. You will then need to ask the Examiner for help to restart your test.

You may use your scratch paper at any time.

Read and solve each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the Next button. Then you will see the sample item. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question has not been answered.

Wait for students to click *Next*.

SAY Read the sample to yourself as I read it aloud. *"Who is holding a card with an even number on it? (A) David... (B) Greg... (C) Keiko... (D) Betsy."* Either click on the best answer or choose the letter of the best answer from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to choose the answer on the computer that you think is the best answer?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "C." Does everyone understand why "C" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the Help menu (identified by the question mark icon). Take a moment to click on the different tools.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located at the bottom of the screen to select that question to review later. At the end of the test, an Item Review screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

SAY You should answer all of the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. For some questions, you may need to use the ruler. You must use the online ruler. Use scratch paper for any writing that you need to do, but make sure to select your answers on the computer screen.

Remember to read and solve each problem. Choose the best answer for each question. Please raise your hand if you have any questions or problems with your computer during the test. When you have finished your test, please raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

SAY At the bottom of this screen, click the *NEXT* button. You may start working now.

After about 75 minutes or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the “OK” button until instructed to do so.]

SAY Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 3 READING TEST

SAY Today you will be taking the SOL Grade 3 *Reading* test. This test will provide information about how well you understand this subject. It is important that you do your best on the test. I am going to give each of you a sheet of scratch paper and a Student Authorization ticket. Do not do anything until I instruct you to do so.

Distribute scratch paper and Student Authorization tickets (test tickets). Have a supply of sharpened No. 2 pencils available for students to use during testing, if needed. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Look at the Student Authorization ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer screen when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

*In the Address area at the top of the screen, enter the URL found on your Student Authorization ticket. [<http://www9.etest.pearson.com/VAP/>] Click on the GO button. You will now be directed to the Login screen.

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as be able to see the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions are read aloud.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right hand side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

CTRL/Control + Left Arrow	Back	(returns to the previous screen)
CTRL/Control + G	Go to...	(goes to review screen)
CTRL/Control + Delete/Del	Reset	(clears answer from the current question)
CTRL/Control + R.....	Review	(marks the question for later review)
CTRL/Control + Right Arrow	Next	(moves you to the next screen)

Page UpScroll up
Page DownScroll down

SAY The tools for this test can be used by clicking the tool's picture on the toolbar at the top of the screen. For help with a tool, click on the Help picture on the toolbar.

Do not try to leave the test by closing the window. If you close the window, your test will be ended. You will then need to ask the Examiner for help to restart your test.

When you get to each new reading passage, it will appear by itself on the screen. After you have read the passage and click Next, the screen will be split into two parts. The top part will show the passage, and the lower part will show the question. Each part will have a scroll bar if needed.

Read each passage. Then read each question about the passage. Decide which is the best answer to each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the Next button. Then you will see the sample item. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question is not answered.

Wait for students to click *Next*.

SAY Read the passage to yourself.

Now look at the sample question. Read the question to yourself as I read it aloud. "*In this paragraph, the word enjoy means — (A) like... (B) hear... (C) notice... (D) save.*" Either click on the best answer or choose the letter of the best answer from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to choose the answer on the computer that you think is the best answer?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "A." Does everyone understand why "A" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

Please note that this test may have test forms with one or more questions that do not refer to a "passage."

SAY There may be one or more items located in different parts of the test that do not refer to a passage. Just before this type of question appears on your test screen, you will see the following directions.

DIRECTIONS

SAY “You do not need to read a passage to answer the following question. Please read and answer the question.”

OR

If there is more than one of these questions, you will read the following directions.

“You do not need to read a passage to answer the following questions. Please read and answer each question.”

SAY Does anyone have a question?

Answer all questions.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the Help menu (identified by the question mark icon). Take a moment to click on the different tools.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located at the bottom of the screen to select that question to review later. At the end of this section, an Item Review screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

SAY You should answer all of the questions on this part of the *Reading* test. You may have as much time as you need to finish questions 1 through 26. After you have finished question 26, you will see the Item Review screen for this section.

Click *Next Section* on the Item Review screen. You will see a screen that reads, “Once you leave this section you will not be able to return for review.” It will also show how many unanswered questions you have.

Click *Next* to continue to the next section. Then you will see a screen that reads, “You will not be able to return to this section. Continue?” Click Yes. You should see a stop sign on your screen. Do NOT click “Exit Test” and do not click “Next” until I tell you to do so. We will take a break after completing questions 1 through 26. You will not be able to go back to these questions after the break.

Remember to read each passage; then answer the questions about the passage. Choose the best answer for each question or if there is no passage, just read the question or questions and choose the best answer for each question. Use scratch paper for any writing, but make sure to select your answers on the computer.

Please raise your hand if you have any questions or problems with your computer during the test. When you have finished your test, please raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

NOTE

Allow students to take at least a 10 minute break between section 1 and section 2 of the administration of the Grade 3 Reading test. Your STC will provide specific instructions regarding how long students should take a break for this test.

SAY At the bottom of this screen, click the NEXT button. You may start working now.

Make sure that students do not work beyond question 26.

NOTE

You may discontinue testing for Limited English Proficient students who struggle with reading the test items after the students have responded to five items. Students must answer at least five items to be counted as participants in the Grade 3 Reading test.

After about 50 minutes, or when most students have finished questions 1 through 26,

SAY If you have finished, raise your hand. I will collect your materials. If you have not finished, continue working and take as much time as you need. You will NOT be able to go back to these questions when we begin the next section of the test. When you do finish, raise your hand. After I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

If all students have finished,

SAY We will take a break now.

Collect all test materials from those students who have completed the section. All items should be collected from each individual student rather than passed up or down the rows of desks or seats. Allow those students who have not finished to continue working. You may move these students to an alternate test area. Should this become necessary, have the students Exit their test and do not allow them to discuss the test in any way during the move. Be sure to account for all test materials including Student Authorization tickets and scratch paper before the students are moved to the alternate test area. Test materials must be kept secure while students are moved.

Allow the remaining students to take a break as instructed by the STC before you continue administration of the Reading test.

If students *Exit* TestNav prior to the break, their tests must be resumed in Test Session Management and they must log back into TestNav. If students do not *Exit* TestNav at the section break, they must return to their original workstations to enter the Seal Code and complete the test.

When you are ready to resume testing,

SAY I will now give you back your scratch paper and Student Authorization ticket. Do not click Next until I tell you to do so.

Distribute the scratch paper and Student Authorization tickets.

SAY Click *Next* to continue to the next section.

Students will be prompted to enter the four-digit Seal Code. *See pages 6 and 7 for more information on Seal Codes.* When all students are ready to proceed to the next section, write the Seal Code for that section only on a dry-erase board or chalkboard (or something equivalent) where all students will be able to see the Seal Code.

SAY Enter the following four-digit Seal Code (####).

You should answer all of the questions in this section of the test and keep working until you come to the end of the test. You may have as much time as you need to complete this section of the test. Use scratch paper for any writing you may have to do, but make sure to select your answers on the computer screen. When you finish this section, you may check your work on questions 27 through 42 only. Does everyone understand what to do?

After all questions have been answered,

SAY At the bottom of this screen, click the *NEXT* button. You may start working now.

After about 30 minutes or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click *Submit* or *Exit Test* without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the “OK” button until instructed to do so.]

SAY Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teacher.

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 3 SCIENCE TEST

SAY Today you will be taking the SOL Grade 3 *Science* test. This test will provide information about how well you understand this subject. It is important that you do your best on the test. I am going to give each of you a sheet of scratch paper and a Student Authorization ticket. Do not do anything until I instruct you to do so.

Distribute scratch paper and Student Authorization tickets (test tickets). Have a supply of sharpened No. 2 pencils available for students to use during testing, if needed. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Look at the Student Authorization ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer screen when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

*In the Address area at the top of the screen, enter the URL found on your Student Authorization ticket. [<http://www9.etest.pearson.com/VAP/>] Click on the GO button. You will now be directed to the Login screen.

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as be able to see the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions are read aloud.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right hand side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

CTRL/Control + Left Arrow	Back	(returns to the previous screen)
CTRL/Control + G	Go to...	(goes to review screen)
CTRL/Control + Delete/Del	Reset	(clears answer from the current question)
CTRL/Control + R.....	Review	(marks the question for later review)

CTRL/Control + Right ArrowNext (moves you to the next screen)
Page UpScroll up
Page DownScroll down

SAY The tools for this test can be used by clicking the tool's icon on the toolbar at the top of the window. For help with a tool, click on the *Help* icon on the toolbar.

Do not try to leave the test by closing the window. If you close the window, your test will be ended. You will then need to ask the Examiner for help to restart your test.

You may use your scratch paper at any time.

Read each question and choose the best answer. Using your mouse or keyboard, select the answer you have chosen.

At the bottom of this page, click the *Next* button. Then you will see the sample item. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question has not been answered.

Wait for students to click *Next*.

SAY Read the sample to yourself as I read it aloud. *"When the Earth is seen from outer space, it looks mainly blue. This is because most of the Earth is covered with— (A) ice ... (B) mountains ... (C) oceans ... (D) deserts."* Either click on the best answer or choose the letter of the best answer from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to choose the answer on the computer screen that you think is the best answer?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "C." Does everyone understand why "C" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the Help menu (identified by the question mark icon). Take a moment to click on the different tools.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located at the bottom of the screen to select that question to review later. At the end of the test, an Item Review screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

SAY You should answer all of the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. For some questions, you may need to use the ruler. You must use the online ruler. Use scratch paper for any writing that you need to do, but make sure to select your answers on the computer screen.

Remember to read and answer each question. Choose the best answer for each question. Please raise your hand if you have any questions or problems with your computer during the test. When you have finished your test, please raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

SAY At the bottom of this screen click the NEXT button. You may start working now.

After about 65 minutes or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the “OK” button until instructed to do so.]

SAY Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

**SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 3
HISTORY AND SOCIAL SCIENCE TEST**

SAY Today you will be taking the SOL Grade 3 *History and Social Science* test. This test will provide information about how well you understand this subject. It is important that you do your best on the test. I am going to give each of you a sheet of scratch paper and a Student Authorization ticket. Do not do anything until I instruct you to do so.

Distribute scratch paper and the Student Authorization tickets (test tickets). Have a supply of sharpened No. 2 pencils available for students to use during testing, if needed. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Look at the Student Authorization ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer screen when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

*In the Address area at the top of the screen, enter the URL found on your Student Authorization ticket. [<http://www9.etest.pearson.com/VAP/>] Click on the GO button. You will now be directed to the Login screen.

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as be able to see the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions are read aloud.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right hand side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

CTRL/Control + Left Arrow	Back	(returns to the previous screen)
CTRL/Control + G	Go to...	(goes to review screen)
CTRL/Control + Delete/Del	Reset	(clears answer from the current question)
CTRL/Control + R.....	Review	(marks the question for later review)

CTRL/Control + Right ArrowNext (moves you to the next screen)
Page UpScroll up
Page DownScroll down

SAY The tools for this test can be used by clicking the tool's icon on the toolbar at the top of the window. For help with a tool, click on the Help icon on the toolbar.

Do not try to leave the test by closing the window. If you close the window, your test will be ended. You will then need to ask the Examiner for help to restart your test.

You may use your scratch paper at any time.

At the bottom of this page, click the Next button. Then you will see the sample item. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question has not been answered.

Wait for students to click *Next*.

SAY Read the sample to yourself as I read it aloud. *"The word ancient means something that—(A) will happen in the future . . . (B) happened long, long ago . . . (C) is happening now . . . (D) happened last week."* Either click on the best answer or choose the letter of the best answer from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to choose the answer on the computer screen that you think is the best answer?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "B." Does everyone understand why "B" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the Help menu (identified by the question mark icon). Take a moment to click on the different tools.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located at the bottom of the screen to select that question to review later. At the end of the test, an Item Review screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test question.

SAY You should answer all the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. Use scratch paper for any writing that you may need to do, but make sure to select your answers on the computer screen.

Remember to read and answer each question. Choose the best answer for each question. Please raise your hand if you have any questions or problems with your computer during the test. When you have finished your test, please raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

SAY At the bottom of this screen, click the *Next* button. You may start working now.

After about 65 minutes or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

SAY Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 4 MATHEMATICS TEST

SAY Today you will be taking the SOL Grade 4 *Mathematics* test. This test will provide information about how well you understand this subject. It is important that you do your best on the test. I am going to give each of you a sheet of scratch paper and a Student Authorization ticket. Do not do anything until I instruct you to do so.

Distribute scratch paper and Student Authorization tickets (test tickets). Have a supply of sharpened No. 2 pencils available for students to use during testing, if needed. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Look at the Student Authorization ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer screen when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

*In the Address area at the top of the screen, enter the URL found on your Student Authorization ticket. [<http://www9.etest.pearson.com/VAP/>] Click on the GO button. You will now be directed to the Login screen.

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as be able to see the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions are read aloud.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right hand side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

CTRL/Control + Left Arrow	Back	(returns to the previous screen)
CTRL/Control + G	Go to...	(goes to review screen)
CTRL/Control + Delete/Del	Reset	(clears answer from the current question)
CTRL/Control + R.....	Review	(marks the question for later review)
CTRL/Control + Right Arrow	Next	(moves you to the next screen)

Page UpScroll up
Page DownScroll down

The tools for this test can be used by clicking the tool's picture on the toolbar at the top of the screen. For help with a tool, click on the Help picture on the toolbar.

Do not try to leave the test by closing the window. If you close the window, your test will be ended. You will then need to ask the Examiner for help to restart your test.

This test has two sections. In the first section, you may use your scratch paper. You will be given a calculator to use in the second section. Once you finish the first section, you cannot go back to that section to check your answers. Be sure you check the questions and your answers in the first section carefully. Raise your hand after you have finished the first section.

Read and solve each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the Next button. Then you will see the sample item. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the section will show that one question has not been answered.

Wait for students to click *Next*.

SAY Read the sample to yourself as I read it aloud. "*Which number has a 9 in the ones place? (A) nine comma five five five... (B) five comma nine five five ... (C) five comma five nine five... (D) five comma five five nine.*" Either click on the best answer or choose the letter of the best answer from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to choose the answer on the computer that you think is the best answer?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "D." Does everyone understand why "D" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the Help menu (identified by the question mark icon). Take a moment to click on the different tools.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located at the bottom of the screen to select that question to review later. At the end of this section, an Item Review screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

NOTE

Allow students to take at least a 10 minute break between section 1 and section 2 of the administration of the Grade 4 *Mathematics* test. Your STC will provide specific instructions regarding how long students should take a break for this test.

SAY You may have as much time as you need to complete questions 1 through 14. After you have finished question 14, you will see the Item Review screen for this section.

Click **Next Section** on the Item Review screen. You will see a screen that reads, "Once you leave this section you will not be able to return for review." It will also show how many unanswered questions you have.

Click **Next** to continue to the next section. Then you will see a screen that reads, "You will not be able to return to this section. Continue?" Click **Yes**. You should see a stop sign on your screen. Do NOT click "Exit Test" and do not click "Next" until I tell you to do so. We will take a short break after completing questions 1 through 14. Be sure to complete and review all questions in this section because you will not be able to return to these questions after the break. You may use scratch paper for any writing you may need to do, but make sure to select your answers on the computer screen.

Please raise your hand if you have any questions or problems with your computer during the test. When you have finished this section, please raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

SAY At the bottom of this screen, click the **NEXT** button. You may start working now.

After about 20 minutes or when most students have finished questions 1 through 14,

SAY If you have finished, raise your hand. I will collect your materials. If you have not finished, continue working and take as much time as you need for questions 1 through 14. You will NOT be able to return to these questions when we begin the next section of the test. When you do finish, raise your hand. After I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

When most students have finished,

SAY We will take a break now.

Collect all test materials from those students who have completed the section. All items should be collected from each individual student rather than passed up or down the rows of desks or seats. Allow those students who have not finished to continue working. You may move these students to an alternate test area. Should this become necessary, have the students Exit their test and do not allow them to discuss the test in any way during the move. Be sure to account for all test materials including Student Authorization tickets and scratch paper before the students are moved to the alternate test area. Test materials must be kept secure while students are moved.

Allow the remaining students to take a break as instructed by the STC before you continue administration of the *Mathematics* test.

If students *Exit* TestNav prior to the break, their tests must be resumed in Test Session Management and they must log back into TestNav. If students do not *Exit* TestNav at the section break, they **must return to their original workstations** and then enter the Seal Code to complete the test.

When you are ready to resume testing,

SAY I will now give you back your scratch paper and Student Authorization ticket. I will also give you a calculator, if needed. Do not do anything until I instruct you to do so.

Distribute scratch paper, calculators, and Student Authorization tickets. (Ensure that students also have any needed materials or supplies required for accommodations.)

SAY Check to be sure your calculator is working. Be sure you understand which keys to press for the numbers and which keys to press for the operations. Are there any questions?

Answer all questions. Be sure all calculators are operating correctly and that everyone understands how to use the calculators.

SAY Click *Next* to continue to the next section.

Students will be prompted to enter the four-digit Seal Code. *See pages 5 and 6 for more information on Seal Codes.* When all students are ready to proceed to the next section, write the Seal Code for that section only on a dry-erase board or chalkboard (or something equivalent) where all students will be able to see the Seal Code.

SAY Enter the following four-digit Seal Code (####).

You should see the directions for Section 2. Does everyone see Section 2?

Assist any students if necessary.

SAY Follow along on the screen as these directions are read to you.

This is the second section of the test. You may use the calculator whenever you want. You may use your scratch paper for any writing you may have to do.

The online tools can be used by clicking the tool's picture on the toolbar at the top of the screen. For help with a tool, click on the Help picture on the toolbar.

Read and solve each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the *Next* button.

You should answer all of the questions in this section of the test and keep working until you come to the end of the test. You may have as much time as you need to complete this test. For some questions you may need to use the online ruler or the hand-held calculator. If you use a ruler, you must use the online ruler. Use scratch paper for any writing you may have to do, but make sure to select your answers on the computer screen. When you finish this section, you may check your work on questions 15 through 60 only. Does everyone understand what to do?

After all questions have been answered,

SAY At the bottom of this page, click the *Next* button. You may start working now.

After about 60 minutes or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the “OK” button until instructed to do so.]

SAY Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 4 READING TEST

SAY Today you will be taking the SOL Grade 4 *Reading* test. This test will provide information about how well you understand this subject. It is important that you do your best on the test. I am going to give each of you a sheet of scratch paper and a Student Authorization ticket. Do not do anything until I instruct you to do so.

Distribute scratch paper and Student Authorization tickets (test tickets). Have a supply of sharpened No. 2 pencils available for students to use during testing, if needed. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Look at the Student Authorization ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer screen when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

*In the Address area at the top of the screen, enter the URL found on your Student Authorization ticket. [<http://www9.etest.pearson.com/VAP/>] Click on the GO button. You will now be directed to the Login screen.

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as be able to see the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions are read aloud.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right hand side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

CTRL/Control + Left Arrow	Back	(returns to the previous screen)
CTRL/Control + G	Go to...	(goes to review screen)
CTRL/Control + Delete/Del	Reset	(clears answer from the current question)
CTRL/Control + R.....	Review	(marks the question for later review)
CTRL/Control + Right Arrow	Next	(moves you to the next screen)

Page UpScroll up
Page DownScroll down

SAY The tools for this test can be used by clicking the tool's picture on the toolbar at the top of the screen. For help with a tool, click on the Help picture on the toolbar.

Do not try to leave the test by closing the window. If you close the window, your test will be ended. You will then need to ask the Examiner for help to restart your test.

When you get to each new reading passage, it will show by itself on the screen. After you have read the passage and click Next, the screen will be split into two parts. The top part will show the passage, and the lower part will show the question. Each part will have a scroll bar if needed.

Read each passage. Then read each question about the passage. Decide which is the best answer to each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the Next button. Then you will see the sample item. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question has not been answered.

Wait for students to click *Next*.

SAY Read the passage to yourself.

Now look at the sample question. Read the question to yourself as I read it aloud. "*In this paragraph, the word enjoy means — (A) like... (B) hear... (C) notice... (D) save.*" Either click on the best answer or choose the letter of the best answer from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to choose the answer on the computer screen that you think is the best answer?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "A." Does everyone understand why "A" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

Please note that this test may have test forms with one or more questions that do not refer to a "passage."

SAY There may be one or more items located in different parts of the test that do not refer to a passage. Just before this type of question appears on your test screen, you will see the following directions.

DIRECTIONS

SAY “You do not need to read a passage to answer the following question. Please read and answer the question.”

OR

If there is more than one of these questions, you will read the following directions.

“You do not need to read a passage to answer the following questions. Please read and answer each question.”

SAY Does anyone have a question?

Answer all questions.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the Help menu (identified by the question mark icon). Take a moment to click on the different tools.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located at the bottom of the screen to select that question to review later. At the end of the test, an Item Review screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

SAY You should answer all of the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. Use scratch paper for any writing you may need to do, but make sure to select your answers on the computer screen.

Remember to read each passage; then answer the questions about the passage. Choose the best answer for each question or if there is no passage, just read the question or questions and choose the best answer for each question.

Please raise your hand if you have any questions or problems with your computer during the test. When you have finished your test, please raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

SAY At the bottom of this screen, click the *Next* button. You may start working now.

NOTE

You may discontinue testing for Limited English Proficient students who struggle with reading the test items after the students have responded to five items. Students must answer at least five items to be counted as participants in the Grade 4 Reading test.

After about 60 minutes or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the “OK” button until instructed to do so.]

SAY Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 5 MATHEMATICS TEST

- SAY** Today you will be taking the SOL Grade 5 *Mathematics* test. This test will provide information about how well you understand this subject. It is important that you do your best on the test. I am going to give each of you a sheet of scratch paper and a Student Authorization ticket. Do not do anything until I instruct you to do so.

Distribute scratch paper and Student Authorization tickets (test tickets). Have a supply of sharpened No. 2 pencils available for students to use during testing, if needed. Ensure that students also have any needed materials or supplies required for accommodations.

- SAY** Look at the Student Authorization ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer screen when the students enter the testing location.]

- SAY** *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

*In the Address area at the top of the screen, enter the URL found on your Student Authorization ticket. [<http://www9.etest.pearson.com/VAP/>] Click on the GO button. You will now be directed to the Login screen.

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as be able to see the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

- SAY** Look at the directions on your computer screen. Follow along on the computer screen as the directions are read aloud.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right hand side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

CTRL/Control + Left Arrow	Back	(returns to the previous screen)
CTRL/Control + G	Go to...	(goes to review screen)
CTRL/Control + Delete/Del	Reset	(clears answer from the current question)
CTRL/Control + R.....	Review	(marks the question for later review)
CTRL/Control + Right Arrow	Next	(moves you to the next screen)

Page UpScroll up
Page DownScroll down

The tools for this test can be used by clicking the tool's picture on the toolbar at the top of the screen. For help with a tool, click on the Help picture on the toolbar.

Do not try to leave the test by closing the window. If you close the window, your test will be ended. You will then need to ask the Examiner for help to restart your test.

This test has two sections. In the first section, you may use your scratch paper. You will be given a calculator to use in the second section. Once you finish the first section, you cannot go back to that section to check your answers. Be sure you check the questions and your answers in the first section carefully. Raise your hand after you have finished the first section.

Read and solve each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the Next button. Then you will see the sample item. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the section will show that one question has not been answered.

Wait for students to click *Next*.

SAY Read the sample to yourself as I read it aloud. "*What is 17 rounded to the nearest ten? (A) 10... (B) 15... (C) 20... (D) 25.*" Either click on the best answer or choose the letter of the best answer from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to choose the answer on the computer that you think is the best answer?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "C." Does everyone understand why "C" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the Help menu (identified by the question mark icon). Take a moment to click on the different tools.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located at the bottom of the screen to select that question to review later. At the end of this section, an Item Review screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions.

NOTE

Allow students to take at least a 10 minute break between section 1 and section 2 of the administration of the Grade 5 *Mathematics* test. Your STC will provide specific instructions regarding how long students should take a break for this test.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

SAY You may have as much time as you need to complete questions 1 through 14. After you have finished question 14, you will see the Item Review screen for this section.

Click **Next Section** on the Item Review screen. You will see a screen that reads, “Once you leave this section you will not be able to return for review.” It will also display how many unanswered questions you have.

Click **Next** to continue to the next section. Then you will see a screen that reads, “You will not be able to return to this section. Continue?” Click **Yes**. You should see a stop sign on your screen. Do NOT click “Exit Test” and do not click “Next” until I tell you to do so. We will take a short break after completing questions 1 through 14. Be sure to finish and review all questions in this section because you will not be able to return to these questions after the break. You may use scratch paper for any writing you may need to do, but make sure to select your answers on the computer screen.

Please raise your hand if you have any questions or problems with your computer during the test. When you have finished this section, please raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

SAY At the bottom of this screen, click the **NEXT** button. You may start working now.

After about 20 minutes or when most students have finished questions 1 through 14,

SAY If you have finished, raise your hand. I will collect your materials. If you have not finished, continue working and take as much time as you need. You will NOT be able to return to these questions when we begin the next section of the test. When you do finish, raise your hand. After I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

When most students have finished,

SAY We will take a break now.

Collect all test materials from those students who have completed the section. All items should be collected from each individual student rather than passed up or down the rows of desks or seats. Allow those students who have not finished to continue working. You may move these students to an alternate test area. Should this become necessary, have the students Exit their test and do not allow them to discuss the test in any way during the move. Be sure to account for all test materials including Student Authorization tickets and scratch paper before the students are moved to the alternate test area. Test materials must be kept secure while students are moved.

Allow the remaining students to take a break as instructed by the STC before you continue administration of the Mathematics test.

If students *Exit* TestNav prior to the break, their tests must be resumed in Test Session Management and they must log back into TestNav. If students do not *Exit* TestNav at the section break, they **must return to their original workstations** and then enter the Seal Code to complete the test.

When you are ready to resume testing,

SAY I will now give you back your scratch paper and Student Authorization ticket. I will also give you a calculator, if needed. Do not do anything until I instruct you to do so.

Distribute scratch paper, calculators, and Student Authorization tickets. (Ensure that students also have any needed materials or supplies required for accommodations.)

SAY Check to be sure your calculator is working. Be sure you understand which keys to press for the numbers and which keys to press for the operations. Are there any questions?

Answer all questions. Be sure all calculators are operating correctly and that everyone understands how to use the calculators.

SAY Click *Next* to continue to the next section.

Students will be prompted to enter the four-digit Seal Code. *See pages 5 and 6 for more information on Seal Codes.* When all students are ready to proceed to the next section, write the Seal Code for that section only on a dry-erase board or chalkboard (or something equivalent) where all students will be able to see the Seal Code.

SAY Enter the following four-digit Seal Code (####).

You should see the directions for Section 2. Does everyone see Section 2?

Assist any students if necessary.

SAY Follow along on the screen as these directions are read to you.

This is the second section of the mathematics test. You may use the calculator whenever you want. You may use your scratch paper for any writing you may have to do.

The online tools can be used by clicking the tool's picture on the toolbar at the top of the screen. For help with a tool, click on the Help picture on the toolbar.

Read and solve each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the *Next* button.

You should answer all of the questions in this section of the test and keep working until you come to the end of the test. You may have as much time as you need to complete this test. For some questions you may need to use the online ruler, the online protractor, or the hand-held calculator. If you use a ruler or protractor, you must use the online ruler and the online protractor. Use scratch paper for any work you need to do, but make sure to select your answers on the computer screen. When you finish this section, you may check your work on questions 15 through 60 only. Does everyone understand what to do?

After all questions have been answered,

SAY At the bottom of this page, click the *Next* button. You may start working now.

After about 60 minutes or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization tickets and other materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the “OK” button until instructed to do so.]

SAY Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 5 READING TEST

SAY Today you will be taking the SOL Grade 5 *Reading* test. This test will provide information about how well you understand this subject. It is important that you do your best on the test. I am going to give each of you a sheet of scratch paper and a Student Authorization ticket. Do not do anything until I instruct you to do so.

Distribute scratch paper and Student Authorization tickets (test tickets). Have a supply of sharpened No. 2 pencils available for students to use during testing, if needed. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Look at the Student Authorization ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer screen when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

*In the Address area at the top of the screen, enter the URL found on your Student Authorization ticket. [<http://www9.etest.pearson.com/VAP/>] Click on the GO button. You will now be directed to the Login screen.

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as be able to see the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions are read aloud.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right hand side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

CTRL/Control + Left Arrow	Back	(returns to the previous screen)
CTRL/Control + G	Go to...	(goes to review screen)
CTRL/Control + Delete/Del	Reset	(clears answer from the current question)
CTRL/Control + R.....	Review	(marks the question for later review)
CTRL/Control + Right Arrow	Next	(moves you to the next screen)

Page UpScroll up
Page DownScroll down

SAY The tools for this test can be used by clicking the tool's icon on the toolbar at the top of the window. For help with a tool, click on the Help icon on the toolbar.

Do not try to leave the test by closing the window. If you close the window, your test will be ended. You will then need to ask the Examiner for help to restart your test.

When you get to each new reading passage, it will appear by itself on the screen. After you have read the passage and click Next, the screen will be divided into two parts. The top part will show the passage, and the lower part will show the question. Each part will have a scroll bar if needed.

Read each passage. Then read each question about the passage. Decide which is the best answer to each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the Next button. The sample item will appear. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question has not been answered.

Wait for students to click *Next*.

SAY Read the passage to yourself.

Now look at the sample question. Read the question to yourself as I read it aloud. "*In this paragraph, the word enjoy means — (A) like... (B) hear... (C) notice... (D) save.*" Either click on the best answer or choose the letter of the best answer from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to choose the answer on the computer that you think is the best answer?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "A." Does everyone understand why "A" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

Please note that this test may have test forms with one or more questions that do not refer to a "passage",

SAY There may be one or more items located in different parts of the test that do not refer to a passage. Just before this type of question appears on your test screen, you will see the following directions.

DIRECTIONS

SAY “You do not need to read a passage to answer the following question. Please read and answer the question.”

OR

If there is more than one of these questions, you will read the following directions.

“You do not need to read a passage to answer the following questions. Please read and answer each question.”

SAY Does anyone have a question?

Answer all questions.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the Help menu (identified by the question mark icon). Take a moment to click on the different tools.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located at the bottom of the screen to select that question to review later. At the end of this section, an Item Review screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to take the test on the computer?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

SAY You should answer all of the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. Use scratch paper for any writing you may need to do, but make sure to select your answers on the computer screen.

Remember to read each passage; then answer the questions about the passage. Choose the best answer for each question or if there is no passage, just read the question or questions and choose the best answer for each question.

Please raise your hand if you have any questions or problems with your computer during the test. When you have finished your test, please raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

SAY At the bottom of this screen, click the *Next* button. You may start working now.

NOTE

You may discontinue testing for Limited English Proficient students who struggle with reading the test items after the students have responded to five items. Students must answer at least five items to be counted as participants in the Grade 5 Reading test.

After about 60 minutes or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the “OK” button until instructed to do so.]

SAY Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 5 SCIENCE TEST

- SAY** Today you will be taking the SOL Grade 5 *Science* test. This test will provide information about how well you understand this subject. It is important that you do your best on the test. I am going to give each of you, a sheet of scratch paper and a Student Authorization ticket. You may use the 4-function calculator available online or a four-function hand-held calculator. If you would like to use a hand-held calculator and need one for the test, please raise your hand. Do not do anything until I instruct you to do so.

Distribute scratch paper and Student Authorization tickets (test tickets). Distribute calculators to the appropriate students. Have a supply of sharpened No. 2 pencils available for students to use during testing, if needed. Ensure that students also have any needed materials or supplies required for accommodations.

- SAY** If you have a hand-held calculator, check to be sure it is operating correctly. Be sure you understand which keys to press for the numbers and which keys to press for the operations. In a moment, you will have the opportunity to practice with the online 4-function calculator as well. Are there any questions?

Answer all questions.

- SAY** Look at the Student Authorization ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer screen when the students enter the testing location.]

- SAY** *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

*In the Address area at the top of the screen, enter the URL found on your Student Authorization ticket. [<http://www9.etest.pearson.com/VAP/>] Click on the GO button. You will now be directed to the Login screen.

From your Student Authorization ticket you should enter the Login ID, Password, and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as be able to see the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

- SAY** Look at the directions on your computer screen. Follow along on the computer screen as the directions are read aloud.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right hand side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

CTRL/Control + Left Arrow	Back	(returns to the previous screen)
CTRL/Control + G	Go to...	(goes to review screen)
CTRL/Control + Delete/Del	Reset	(clears answer from the current question)
CTRL/Control + R.....	Review	(marks the question for later review)
CTRL/Control + Right Arrow	Next	(moves you to the next screen)
Page Up	Scroll up	
Page Down	Scroll down	

SAY The tools for this test can be used by clicking the tool's icon on the toolbar at the top of the window. For help with a tool, click on the *Help* icon on the toolbar.

Do not try to leave the test by closing the window. If you close the window, your test will be ended. You will then need to ask the Examiner for help to restart your test.

You may use your scratch paper at any time.

Do not try to leave the test by closing the window. If you close the window, your test will be ended. You will then need to ask the Examiner for help to restart your test.

Read each question and choose the best answer. Using your mouse or keyboard, select the answer you have chosen.

At the bottom of this page, click the *Next* button. Then you will see the sample item. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question has not been answered.

Wait for students to click *Next*.

SAY Read the sample to yourself as I read it aloud. "*When the Earth is seen from outer space, it looks mainly blue. This is because most of the Earth is covered with— (A) ice ... (B) mountains ... (C) oceans ... (D) deserts.*" Either click on the best answer or choose the letter of the best answer from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to choose the response on the computer screen that you think is the best answer?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "C." Does everyone understand why "C" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools you can use for this test show in the toolbar at the top of your screen. Directions on how to use each tool are in the Help menu (identified by the question mark icon). Take a moment to click on the different tools.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located at the bottom of the screen to select that question to review later. At the end of the test, an Item Review screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of responding to the test questions.

SAY You should answer all of the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. For some questions you may need to use the online ruler, and you may use the calculator whenever you want. You may use the online or hand-held 4-function calculator. You must use the online ruler. Use scratch paper for any writing you may need to do, but make sure to select your answers on the computer screen.

Remember to read and answer each question. Choose the best answer for each question. Please raise your hand if you have any questions or problems with your computer during the test. When you have finished your test, please raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

SAY At the bottom of this screen, click the NEXT button. You may start working now.

After about 65 minutes or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from me [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your Student Authorization ticket and other materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

SAY Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

TEST SECURITY GUIDELINES

All persons in the division who will have access to or assist with the administration of the online or paper SOL tests must read the *Test Security Guidelines* and sign the *Test Security Agreement* before they administer any tests. This security agreement requires that persons involved in the test administration exercise the necessary precautions to ensure the security of content and all test materials. **This agreement must be completed and forwarded to the DDOT before given access to the PEMSolutions online system and/or administering any online or paper tests.**

Test Security Guidelines and the *Test Security Agreement* are available on the following pages. In addition, when a user initially logs in to PEMSolutions (<http://www.pearsonaccess.com/va/pem-solutions.jsp>), he/she will be prompted to read and accept the *Test Security Guidelines*. After doing so, the user can print and sign this version by clicking the Printer Friendly link on the screen. The user is to print and sign this version. Some divisions do not set up the Examiners and Proctors as users on the online testing system. Therefore, they would never log in to the system to view the *Test Security Guidelines* mentioned above. In this case, a copied version of the *Test Security Agreement* and *Test Security Guidelines* on the following pages should be made available for the Examiners and/or Proctors to sign.

Divisions may make as many copies of the security agreement as necessary. Do not use file photocopies of previously signed security agreements from past administrations. Signed forms should be forwarded to the DDOT.

The following *Test Security Guidelines* and the *Test Security Agreement* are applicable to online testing as well as paper/pencil testing. Therefore, persons involved with both online and paper testing need only sign one *Test Security Agreement*. Persons who have not signed the *Test Security Agreement* may not be allowed access to the PEMSolutions or any SOL tests.

VIRGINIA DEPARTMENT OF EDUCATION
STANDARDS OF LEARNING (SOL) ASSESSMENTS
SPRING 2007

TEST SECURITY GUIDELINES

Listed below are guidelines to assist those persons involved in the administration of the Virginia Standards of Learning (SOL) Assessments (paper and online) in determining what actions may compromise test security.

1. Students must never be exposed to unreleased test items or to the answers to unreleased test items before or following test administration. **Using unreleased test items in any form (including rewording of such test items) is STRICTLY PROHIBITED.** If in doubt whether test items have been released, contact the Division Director of Testing for verification.
2. All persons are prohibited from providing students with the answer to any unreleased test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after a test administration. This prohibition includes provision of clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including chalkboards, charts, and bulletin boards).
3. Examiners should receive test booklets/writing prompts only on the day of testing. Examiners are not to open sealed packages of writing prompts more than 30 minutes before the test session for the direct-writing component of the writing tests.
4. Examiners are not to improperly review test items or test booklets before, during, or after test administration. Examiners administering the paper multiple-choice SOL tests are not to look ahead in the test booklets.
5. Copying/printing/photographing **ALL OR ANY PART** of an SOL assessment or taking notes about the items included on a SOL assessment is **STRICTLY PROHIBITED.** As stated in the copyrights by the Commonwealth of Virginia Department of Education, testing materials may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying or recording or by any information storage or retrieval systems.
6. All persons are prohibited from logging into TestNav™ (the Web-based application) posing as a student, current or fabricated, to view any SOL assessments. Only a student whose name appears on a Student Authorization Ticket is permitted to log in and take an online assessment (not applicable for *Writing* tests).
7. The tests must be administered strictly in accordance with the instructions outlined in the SOL assessment manuals. This includes following proper procedures for using test manipulatives. Directions that are to be read to the students must be read exactly as written.
8. No test item that will be scored to obtain students' test results may be used as a sample or practice item for learning how to select responses. Sample items are included in the SOL assessments to familiarize students with the format of the items and the procedures for selecting their answers.
9. All persons are prohibited from attempting to formally or informally score SOL assessments.
10. All Examiners, Proctors, or Interpreters using a Proctor Authorization Ticket to administer an online Read-Aloud assessment to students requiring this accommodation are prohibited from answering test questions in the Web-based assessment before, during, or after the administration of the test (not applicable for *Writing* tests).
11. All persons are prohibited from changing students' answers to test items whether by providing hints or clues during a test administration, correcting wrong answers during a test administration, or by erasing or correcting answers or responses recorded/selected by the student.
12. All known violations of test security procedures shall be reported by phone, fax or in writing. Call (804) 225-2102 to report a violation by phone. Fax violation reports to (804) 371-8978. Written reports must be signed by the person making the report, and addressed to the Division of Assessment and Reporting, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120. The Virginia Department of Education will request an investigation of any test improprieties and implementation of an action plan as necessary. All corrective action plans must be submitted to the Division of Assessment and Reporting.

Please read legislation passed by the Virginia General Assembly (§ 22.1–19.1 Actions for violations of test security procedures and § 22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

§ 22.1–19.1. Action for violations of test security procedures.

A. The Office of the Attorney General, on behalf of the Board of Education, may bring a cause of action in the circuit court having jurisdiction where the person resides or where the act occurred for injunctive relief, civil penalty, or both, against any person who knowingly and willfully commits any of the following acts related to secure mandatory tests required by the Board to be administered to students:

- 1.** Permitting unauthorized access to secure test questions prior to testing;
- 2.** Copying or reproducing all or any portion of any secure test booklet/writing prompt;
- 3.** Divulging the contents of any portion of a secure test;
- 4.** Altering test materials or examinees' responses in any way;
- 5.** Creating or making available answer keys to secure tests;
- 6.** Making a false certification on the test security form established by the Department of Education; or
- 7.** Participating in, directing, aiding or abetting, or assisting in any of the acts prohibited in this section.

For the purpose of this subsection, “secure” means an item, question, or test that has not been made publicly available by the Department of Education.

B. Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, Superintendent of Public Instruction or the Department of Education or their agents or employees engaged in test development or selection, test form construction, standard setting, test scoring, reporting test scores, or any other related activities which, in the judgment of the Superintendent of Public Instruction or Board of Education, are necessary and appropriate.

C. Any person who violates any provisions of this section may be assessed a civil penalty not to exceed \$1,000 for each violation; however, any person whose administrative or teaching license has been suspended or revoked pursuant to § 22.1-292.1 shall not be assessed a civil penalty for the same violation under this section.

All civil penalties paid to the Commonwealth pursuant to this section shall be deposited into the Literary Fund. (2000, cc. 634, 659; 2004, cc. 939, 955.)

Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

§ 22.1–292.1. Violation of test security procedures: revocation of license.

- A.** The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who commits any of the following acts knowingly and willfully with the intent to compromise secure mandatory tests administered to students as required by this title or by the Board of Education:
1. Giving unauthorized access to secure test questions;
 2. Copying or reproducing all or any portion of any secure test booklet/writing prompt;
 3. Divulging the contents of any portion of a secure test;
 4. Coaching or assisting examinees during testing or altering examinees' responses in any way;
 5. Making available any answer keys;
 6. Failing to follow test security procedures established by the Department of Education;
 7. Providing a false certification on any test security form required by the Department of Education;
 8. Retaining a copy of secure test questions; and
 9. Participating in, directing, aiding, assisting in, or encouraging any of the acts prohibited by this section.

For the purposes of this section, "secure test" means an item, question, or test that has not been made publicly available by the Department of Education.

Nothing in this section shall be construed to prohibit educational personnel from providing input to administrators or other authorized personnel, including school board members and members of the General Assembly, except when done in a manner that violates test integrity or security regarding the accuracy, clarity, or propriety of test items or test administration procedures.

- B.** Nothing in this section shall be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, the Superintendent of Public Instruction, or the Department of Education in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgment of the Superintendent of Public Instruction or the Board of Education, are necessary and appropriate.
- C.** Any suspension or revocation imposed for the acts enumerated in this section shall be rendered pursuant to Board regulations promulgated pursuant to the Administrative Process Act (§ 9–6.14:1 et seq. and § 22.1–298), governing the licensure of teachers.

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SPRING 2007****SCHOOL DIVISION PERSONNEL TEST SECURITY AGREEMENT
(INCLUDING EXAMINERS/PROCTORS)**

I acknowledge that I will have access to the Standards of Learning (SOL) Assessments for the purpose of administering an SOL test. I also acknowledge that I have read, understand, and agree to adhere to the *Test Security Guidelines* for the SOL test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the test to anyone.
2. I will not improperly review test items or test booklets/writing prompts, copy or take notes about any part of the test.
3. I will not allow access to the test materials to any student or to any other person not so authorized by the School Test Coordinator.
4. I will not alter students' responses in any way.
5. I will not provide answers to test items or any other improper assistance to students.
6. If serving as an Examiner for online Read-Aloud test sessions, I will not answer test questions in the Web-based assessment before, during, or after the administration of the test.
7. I understand my Login ID and password for the Virginia SOL Web-based Assessments are secure and must remain confidential.
8. I have read the legislation passed by the Virginia General Assembly (§ 22.1–19.1 Action for violations of test security procedures and § 22.1–292.1 Violation of test security procedures: revocation of license).
9. I understand that if test security procedures and guidelines are not followed, my license may be suspended or revoked or I may be assessed a civil penalty for each violation.

Interpreters and all individuals involved in transcriptions of student responses must also read and sign the test security agreement.

Please be sure to print, sign, and return the *Test Security Agreement* (from the computer OR manual) to the appropriate test administrator before administering any SOL tests.

Signed: _____

Print Name: _____

Position: _____

School: _____

Division: _____

Date: _____

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